

May 31, 2005

Deputy Chief Peter A. Laizza  
Fire Marshal, City of Boston  
1010 Massachusetts Ave.  
Boston, MA 02118

To whom it may concern;

In order to comply with the requirements of 105 CMR 430, it is required that recreational camp directors read and complete the attached application forms. These forms include:

1. RC-FORM A, Recreational Camp Inspection Request
2. RC-FORM B, Fire Prevention Inspection Checklist

These two forms are to be completed and copies of fire alarm / sprinkler test reports attached when these systems exist.

3. RC-FORM C, To be kept for your files. These forms are to be produced upon request.

In order to assist you in developing a **Fire Evacuation Plan**, the Boston Fire Department has provided Fire Evacuation Plan guidelines. It should be noted that each camp, its location, and its occupants have unique characteristics. It is the responsibility of the camp director as required by their defined duties in 105 CMR, to develop this **Fire Evacuation Plan**.

All forms an evacuation plan and test reports must be completed, signed and returned to:

The Boston Fire Department  
C/O Summer Camps  
1010 Massachusetts Avenue  
Boston, MA 02118

If there are any questions, please contact the Fire Prevention Division at 343-3034.

**No inspection will be scheduled until the above forms have been filled out completely and submitted. You will be notified of an inspection date and time.**

The Boston Fire Department wishes all campers to have a safe and happy summer.

Sincerely,

Deputy Chief Peter A. Laizza  
Fire Marshal, Boston Fire Department